

Lobbyist Registration Before the Executive Branch of the State of Florida

To register as a lobbyist, you must complete a lobbyist registration form (CE Form 20), submit the annual fee, and provide a statement signed by the principal or principal's representative authorizing you to represent the principal before one or more agencies of the Executive Branch of the State of Florida. If a principal retains more than one lobbyist, the principal must submit a letter appointing one person as the "designated lobbyist" before additional lobbyists may register on behalf of that principal. A separate registration and authorization must be submitted for each principal represented. The "designated lobbyist" must register and is responsible for reporting expenses made directly by the principal on the semi-annual expense report (CE Form 22).

A registration form and sample authorization form follow. *Please be advised that a registration is not effective until all of the required items have been received and are complete.*

Lobbyists are required by law to file semi-annual expenditure reports due 45 days after the end of each reporting period. Fines for late filing are \$50 per day for each delinquent principal report. Lobbyists must maintain a current mailing address at all times with the Lobbyist Registration Office. Lobbyists who no longer represent a principal must promptly cancel their registration for that principal, and are responsible for filing expenditure reports that cover any time during which they were registered.

A guide is available which summarizes major provisions of the law (Section 112.3215, Florida Statutes) and rules (Chapter 34-12, Florida Administrative Code).

If we may be of further assistance, please do not hesitate to contact our Office.

EXECUTIVE BRANCH LOBBYIST REGISTRATION
CALENDAR YEAR 2004

For Office Use: Check No. # _____
DL _____ ATL _____ ATS _____

Type or print clearly

Name of Lobbyist

Name of Principal Represented (state one principal per form)

Last Name First Name MI

Mailing Address (Street, City and Zip)

Principal's Legal Business Address

Business Phone [] _____

Area of Interest

Do you have any direct or indirect business association, partnership, or financial relationship with any employee of an agency before which you are registering to lobby?

Agency Registration: (Leave blank to lobby before ALL executive branch agencies.)

[] No [] Yes

If yes, state with whom and explain

I do solemnly swear that all the foregoing facts are true and correct.

Original Signature of Lobbyist

STATE OF FLORIDA,
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____

Notary Signature

(seal or stamp)

Print, Type or Stamp Name of Notary

Personally known _____

OR Produced Identification____ Type of Identification Produced _____

INSTRUCTIONS FOR FILING FORM 20

- A separate form for each principal must be submitted.
- A separate statement signed by the principal or the principal's representative authorizing the lobbyist to represent the principal must be submitted before registration is complete.
- The annual registration of \$25 per principal must be paid at the time of registration. Make checks payable to **E.B.L.R.T.F.** (Executive Branch Lobbyist Registration Trust Fund)
- All of the information must be complete or forms will be returned. Do not use abbreviations.
- Registration is required **BEFORE** lobbying an agency or agency personnel.
- If a principal has one lobbyist registered, another lobbyist for that principal shall not be allowed to register until the principal appoints one of the lobbyists as the *Designated Lobbyist* for the purpose of reporting expenditures. The principal must appoint the designated lobbyist in writing.
- Any changes to the information provided on the registration form must be reported in writing to Lobbyist Registration within 15 days.
- Additional forms may be obtained from the Lobbyist Registration office.
- Photocopies of CE Form 20 may be submitted for registration but only with original signatures and notarization.
- The lobbyist or principal may cancel the lobbyist's registration for that principal by written notification to the Lobbyist Registration office. This cancellation must be provided promptly and, until received, the lobbyist will continue to be responsible for filing all required expenditure reports.
- Please refer to Section 112.3215, F.S., and Chapter 34-12, F.A.C., for the registration and reporting requirements for persons who register to lobby the Executive Branch.

Return Completed Forms to the address below:

LOBBYIST REGISTRATION
111 W MADISON ST RM G-68
TALLAHASSEE, FL 32399-1425
(850) 922-4990

Authorization to Represent the Principal

Type or print principal represented and name of lobbyist as they are shown on registration form.

_____ hereby authorizes _____
Principal Lobbyist's Name

to represent the Principal before one or more agencies of the Executive Branch of the State of Florida.

Signature of Principal or Principal's Representative

Print Name

Print Title

Date

Attach this authorization to your registration form